

MHSLA
MICHIGAN HEALTH SCIENCES LIBRARIES ASSOCIATION
LOCAL ARRANGEMENTS COMMITTEE-1997
FINAL REPORT

ROSTER :

Joan Emahiser, Co-Chair Hospitality/Special Event & Publicity	William Beaumont Hospital-Royal Oak
Diane O'Keefe, Co-Chair Hospitality/Special Event & Publicity	Henry Ford/Wyandotte Hospital
Doris Blauet Audio-Visuals	Genesys Regional Medical Center
Doreen Bradley Post-Conference Evaluation & Registration	U of Michigan/Taubman Medical Library
Alexia Estabrook Mailing	Providence Hospital
Christopher Hunt Room Share Clearing House & Gophering	Garden City Hospital
Ellen O'Donnell Printing & Registration	St. John Hospital & Medical Center
Diane Piskorowski Exhibits/Vendors	Botsford General Hospital
Sue Skoglund Accommodations	Riverside Hospital
Peggy Zorn Printing	Parke-Davis

GOALS & OBJECTIVES :

1. Visit and evaluate local area hotels for the annual conference. Select a facility which will meet the conference needs.
2. Select conference dates in September or October of 1997. Check the dates so they do not conflict with the MC/MLA fall conference.
3. Make arrangements with the hotel for guest rooms, meeting rooms, audio-visuals, phone connections and food for breaks/breakfasts/lunches/dinners.

4. Select and make arrangements for the special event.
5. Estimate the expenses related to the facility and related costs of the conference. Include meeting rooms, food service, audio-visuals, phone lines, printing, mailing, door prizes (?) and conference bags.
6. Propose a registration fee which will recover the costs of the conference, both Local Arrangements and Education Committee expenses.
7. Have regular meetings with the Local Arrangements Committee.
8. Communicate with the Education Committee on a regular basis to ensure the instructors needs are met.
9. Meet with the President-Elect and the Chair of the Education Committee prior to every MHSLA Board meeting.

TIMETABLE

See attachment labeled (A)

MEETINGS

The Local Arrangements Committee met :

June 19, 1996	June 24, 1997
October 10, 1996	August 19, 1997
January 21, 1997	September 8, 1997
March 3, 1997	October 15, 1997
May 15, 1997	

Meeting announcements were mailed out 2-3 weeks prior to the scheduled date. Agendas were distributed. Minutes were kept and distributed at the following meeting, with the exception of the September 8th packet stuffing meeting.

SUBCOMMITTEE SUMMARIES

ACCOMMODATIONS

Meeting Rooms : \$3,000.00

Wednesday	full day	2 room(s)	CE courses	\$ 500.00
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Thursday	full day	1	Vendors & Breakfast	\$1,500.00
Thursday	morning	1	Business Meeting	\$ 500.00
Thursday	afternoon	2	Concurrent Sessions	\$ ---
Friday	full day	2	Concurrent Sessions	\$ 500.00

Food Service : \$6,527.35

Wednesday	Pre-Mtg	42 people	2.95/person (123.90)	\$ N/C
	AM-Break	42	4.75/	\$ 199.50
	Lunch	42 people	16.95/person	\$ 711.90
	PM-Break	42	5.75/	\$ 241.50
			Food & Beverage Service Charge	\$ 207.52
	Bd Dinner	25	24.50/	\$ 612.50
			Food & Beverage Service Charge	\$ 110.25
Thursday	Breakfast	90	9.95/	\$ 877.50
	Box Lunch	29	14.95/(pd-attende)	\$ 433.55
	PM-Break	90	5.75/	\$ 517.50
			Food & Beverage Service Charge	\$ 329.14
Friday	Pre-Mtg	66	2.95/	\$ 194.70
	AM-Break	66	4.75/	\$ 313.50
	Luncheon	60	17.50/	\$1,050.00
	PM-Break	66	5.75/	\$ 379.50
			Food & Beverage Service Charge	\$ 348.79

Audio-Visuals :

Arrangements were made for the following types of audio-visual equipment :

Lavaliere microphone	Outside phone lines
Overhead projector	VCR
Flipchart	LCD Panel
Screen (8x8 & 10x10)	Hi-intensity overhead projector

For cost break-down on each piece of equipment, see the Audio-Visual section of this report.

Guest Rooms :

No data was available on the number of guest rooms booked for the 1992 conference in Plymouth. An approximation of 25 rooms for Tuesday, Wednesday, Thursday, with a small contingent expected to stay on Friday. The hotel did not block enough rooms for Tuesday night, whereas some attendees were booked into another Marriott Hotel nearby.

The actual number guest rooms booked were :

Tuesday	14
Wednesday	37
Thursday	37
Friday	4

Guest rooms for the President and President -Elect are provided by MHSLA. If the hotel provides one or more free rooms due to the number of bookings, these will be used for the two officers. Otherwise the rooms are added to the MHSLA hotel bill.

Guest rooms for the President, President-Elect, and the number of rooms needed for speakers should be booked to the specific person/position at the time the contract is signed. This is to ensure that these people will have a room at the conference site.

Room charges for speakers/instructors are itemized on the Education Committee's budget.

Dearborn Inn Room Rates :

\$109.00 per night.
\$139.00 per night /Concierge Level.
6% sales tax
8% occupancy tax
Deadline was August 20, 1997

AUDIO-VISUALS

Wednesday

8x8 Screen	\$ 30.00
Lavaliere Microphone (2)	\$ 0.00
Overhead Projector	\$ 35.00
Flipchart & Markers	\$ 20.00
A-V Service Charge	\$ 15.30

Thursday

8x8 Screen (4)	\$ 90.00	(1 screen n/c)
Lavaliere Microphone (3)	\$ 0.00	
Overhead Projector (2)	\$ 35.00	(1 projector n/c)
Outside Phone Line (4)	\$300.00	(75.00/line + tax)**vendors** vendors billed individually not included in A-V total
A-V Service Charge	\$ 76.50	

Friday		
8x8 Screen (2)	\$ 60.00	
Lavaliere Microphone (2)	\$ 0.00	
Overhead Projector	\$ 35.00	
VCR & Monitor	\$165.00	
10x10 Screen	\$ 45.00	**OVID**
Hi-Intensity Overhead Projector	\$ 75.00	**OVID**
LCD Panel	\$125.00	**OVID**
Lavaliere Microphone	\$ 30.00	**OVID**
A-V Service Charge	\$ 96.30	
Total Charges		\$ 933.10

EXHIBITS/VENDORS

The Exhibitor/Vendor fees were increased for this year's conference. The reasoning behind the decision is due to several factors, fees have not been increased for approximately 10 years, the costs for running a conference has increased, and the association has lost money on the conference over the past few years.

The new fee structure is as follows :

Booth	\$120.00
Send Materials Only	\$ 60.00
Sponsor a Break	\$200.00
Co-Sponsor Lunch/Dinner	\$300.00
Sponsor Lunch/Dinner	\$600.00

An added feature to entice vendors was to link their web site to MHSLA's web site. Once a check had been received from the vendor, the link was created. For those vendors sponsoring a break or lunch/dinner, a sign was printed with the company's name and placed on an easel by the food.

A total of 31 vendors were contacted about the conference. Fifteen vendors attended the conference. Fourteen booths were paid for, one was free as a result of a drawing at the 1996 conference. A total of \$2,980.00 was received.

A note should be added to the vendor letters stating that the company is responsible for their phone line charges. This year's phone connections were \$75.00 per line plus tax.

HOSPITALITY/SPECIAL EVENT

The Hospitality Desk was set-up with the Registration Desk. The Hospitality/Registration table was manned each day of the conference at various times as well as Tuesday night. Each of the scholarship recipients spent a block of time at the desk. Various local attraction brochures, the special event car pool sign-up sheet, extra post-conference evaluation forms and etc. were located at this table.

The Special Event was held at Greenfield Village in Dearborn. The event included entrance into the village, a carriage ride around the village, cheese & cracker appetizers, cash bar with one free drink, a five course dinner by candle light and entertainment. 58 people attended the event. The total cost was \$1,274.75.

MAILING

Several groups of membership lists were used this year in an attempt to pull in more participants. Labels were obtained from Michigan Chapter of SLA, MDMLG, MHSLA, the Northwestern Ohio Health Sciences Libraries group, and prospective exhibitors/vendors.

Mailing labels

Avery Ink Jet Labels (8160)
30 per sheet / 25 sheets per box
1 box
\$9.00/Providence Hospital paid

Envelopes

9x12 / 100 count / box
3 boxes
\$31.77

Publicity Flyer :

Mailed April 8, 1997
250 postcard size flyers
.20 cents per card postage
\$50.00/Parke-Davis paid for the postage

Pre-Registration Packets :

Packet included:
Preliminary conference brochure
Conference registration form
Special Event flyer
Hotel registration form
Hotel map & directions
Price reduction flyer

Member Registration :
Mailed July 1, 1997
211 packets.
.55 cents per packet
\$116.05/paid by Providence Hospital

Instructor Registration :
Mailed July 1, 1997
10 packets
.78 cents per packet
\$7.80/paid by Providence Hospital

Exhibitor/Vendor Mailings : \$39.32
Initial letter mailed January 1997.
31 letters
.32 cents per letter
\$9.92

Second letter mailed May 1997.
30 letters
.32 cents per letter
\$9.60

Registration packets mailed July 1, 1997
15 packets
1.00 per packet
\$15.00

Vendor room diagram/map mailed August 15, 1997
15 letters
.32 cents per letter
\$4.80

Exhibitor/Vendor mailings paid for by Botsford General Hospital

POST-CONFERENCE EVALUATION

The Post-Conference evaluations were included in the Registration Packet. Copies were also available at the Hospitality/Registration Desk. Attendees had the choice of handing in the forms at the conference or mailing them to Doreen Bradley.

150 evaluation forms were copied.

.10 cents per copy

\$15.00

Photocopy costs were paid for my the University of Michigan/Taubman Medical Library.

42 evaluation forms were returned. See attachment B 1-3 for details.

PRINTING, PHOTOCOPYING and SUPPLIES

Publicity Flyer/Kinkos

300 postcard flyers
\$92.22

Pre-Registration Packet/American Speedy

250 preliminary programs
250 conference registration forms
250 hotel maps
\$335.48

250 hotel registration forms

Photocopied at .10 cents per page
\$25.00

Paid for by Botsford General Hospital

250 special event flyers

Color printed at .10 cents per page
\$25.00

Paid for by Henry Ford/Wyandotte Hospital

250 price reduction flyer

Color printed at .10 cents per page
\$25.00

Paid for by Henry Ford/Wyandotte Hospital

Conference/Registration Packets/American Speedy Printing Centers

150 conference programs
\$133.95

150 conference attendees list

Photocopied at .10 cents per page
\$15.00

Paid for by St. John Hospital & Medical Center

125 copies of the following reports :

Agenda

Business Meeting Minutes from 1996

Treasurer's Report

Executive Board Decisions

Archives

Audit Committee

Bylaws Committee

Collection Development Committee

Document Delivery Committee

Education Committee

MACHIS

Nominating Committee

Publications Committee

Technology Committee
Ad Hoc Marketing Committee

Missing Reports for :

Local Arrangements

Membership

Research

Voting Procedure

15 reports photocopied

125 copies at .10 cents per copy

\$187.50 paid for by Henry Ford/Wyandotte Hospital

150 Greenfield Village maps/directions

Photocopied at .10 per page

\$15.00 paid for by Henry Ford/Wyandotte Hospital

150 voting paddles (institutional & member) were printed from a laser printer. Enough were made for the 1997 and 1998 conferences. The only cost was for the heavier paper stock.

2 reams of paper at 6.99/each

\$14.82

Conference Ribbons :

There were left over ribbons from the previous conference. Some more ribbons needed to be printed for this conference. Enough were printed for the 1997 and 1998 conferences. Ribbons included :

Officer

Committee Chair

Representative

Speaker

Exhibitor

Local Arrangements

Education

\$72.70

Conference Tote Bags

No one exhibitor/vendor wanted to sponsor the purchasing and printing of the conference tote bags this year.

The logo was printed in the center of the bag, a computer terminal with a light bulb in the middle of the monitor. The conference theme was "Information, Innovation, Illumination" was printed above the computer. "Hosted by the Metropolitan Detroit Medical Library Group" was printed in small letters below the computer. "MHLSA" was in the lower left corner and "Dearborn Inn, Dearborn, Michigan September 10-12, 1997" was in the lower right corner.

150 tote bags were ordered.

\$1,074.21

Conference Folders

The folders which held all of the registration and conference materials were donated by Henry Ford Health Systems. Cost is estimated at .50 cents per folder.

150 folders

\$75.00

Name Badge Holders

Clip style conference/meeting name badges and holders were purchased. Printing was completed on a laser printer.

150 name badges/holders were purchased (3 boxes of 50).

\$74.70

Envelopes (6 x9)

Registrant specific items such as a copy of the registration form, tickets, name tags, ribbon(s) and voting paddles were enclosed in the envelope. Each envelope had the attendee's name, institution and position (ie. officer, speaker, vendor) printed on a label on the outside.

150 envelopes were donated by St. John Hospital & Medical Center at .12 cents each.

\$18.00

PUBLICITY

Two articles were written for the MHSLA and MDMLG newsletters. An abbreviated version of one article was published in the Northwestern Ohio Health Sciences association newsletter.

Publicity flyers were mailed to special and medical librarians from Michigan, Ohio and Canada. The SLA members contacted the person in charge of registration to receive a pre-registration packet. There were several SLA members in attendance at the conference.

The MHSLA web page provided another means of communicating information about the conference and hotel to the membership. Links to participating exhibitor/vendor web sites were included on the page as well.

A flyer was included with the registration information stating that there would be a drawing for one inclusive registration fee for the 1998 conference in Port Huron. Vicki Smith from the VAMC-Ann Arbor won the drawing.

REGISTRATION

The registration fees for this year's conference were increased to help cover the actual expenses. Following is a breakdown of the registration fees :

\$250.00	Inclusive Registration	Includes : Wednesday CE, Thursday & Friday meetings & workshops, Wednesday lunch, Thursday breakfast, Special Event, Friday lunch. MHSLA members only can register for the Inclusive.
\$175.00	2-Day/Member	Includes : Thursday & Friday meetings & workshops and Special Event.
\$200.00	2-Day/Non-Member	
\$ 75.00	Thursday/Member	Includes : Thursday meeting & workshops only. Excludes the Special Event.
\$100.00	Thursday/Non-Member	
\$100.00	Friday/Member	Includes : Friday workshops and lunch.
\$125.00	Friday/Non-Member	
\$125.00	C.E./Member	Includes : Wednesday C.E. course and lunch.
\$150.00	C.E./Non-Member	
\$ 20.00	MACHIS	Box lunch paid by attendee at the time of registration for the luncheon meeting.
\$ 50.00	Special Event	Extra tickets could be purchased at the time of registration to attend the Special Event.

Each lunch/dinner provided for the attendees included a choice of meat or vegetarian entree.

Pre-registration packets were mailed out the first of July.

The early registration deadline was set for August 15, 1997.

Late registration fee was set at \$25.00.

Refund deadline was set for September 3, 1997.

Total Registrants:	75	Paid
	3	Scholarships
	1	Cancellation & refund issued
	15	Vendors
	13	Instructors

Types of Registration :	34	Inclusive (3 days)
	20	2-Day
	6	C.E. course only
	12	Thursday only
	8	Friday only

Class/Event :

22	Information Management
17	Assertiveness Training
67	Business Meeting/Keynote
24	MACHIS luncheon & meeting
37	Internet Policies
25	Leadership Academy
61	Special Event
40	Digital Journals
21	Computer Basics
48	Ovid Lunch & Learn
23	MHA Aggregate Data
27	Knowledge Management

Total Proceeds from Registration : \$14,665.00

Respectfully Submitted,

Joan A. Emahiser
Co-Chair
1997 Local Arrangements Committee